



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	ADMINISTRATIVE SUPERVISOR
3	<b>Posting Number</b>	PN# 103879
4	<b>Department</b>	Health & Human Services Department
5	<b>Division</b>	Neighborhood Services
6	<b>Section</b>	Sunnyside Health Center
7	<b>Reporting Location</b>	9314 Cullen Blvd.
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Performs varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

**CORE FUNCTIONS**

- Supervises, coordinates, trains and evaluates personnel job assignments.
- May supervise and review the development, implementation and maintenance of specific department projects and/or policies.
- Coordinates and monitors computerized patient management system and fee collection process.
- May supervise staff service, including personnel, purchasing and public relations. Prepares and submits monthly reports.
- Assists with the coordination of continuous quality improvement activities.

10 **WORKING CONDITIONS**  
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Business Administration, Accounting, political science, Psychology or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
➤ Three years of experience in personnel, administration, accounting or a closely related field are required.  
➤ Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**  
None

14 **PREFERENCES**  
➤ Bilingual (English/Spanish) skills preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GENERAL FUND**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22  
\$1,277-1,755 Biweekly \$33,202 - \$45,630 Annually

18 **OPENING DATE** April 6, 2005

19 **CLOSING DATE** April 12, 2005

20 **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer